

NATIONAL REPORTING SYSTEM (NRS) TRAINING
Directions For Online Course Completion

1. Go to www.nrsweb.org.
2. Click on *Training and Activities* and then on *Online Courses*. You will need to create a username and password to access the courses.
 - Complete *What is NRS?* (20-25 min.) and print certificate of completion.
 - Complete *NRS Data Flow* (10-15 min.) and print certificate.
 - Complete *Using NRS Data* (10-15 min.) and print certificate.
 - Complete Scenario 2: “Monitoring Student Educational Levels to Meet Performance Standards” (20-30 min.) After answers are submitted, print corrected answer page when directed to do so.
 - Complete Scenario 3: “Understanding Student Retention” (20-30 min.). After answers are submitted, print corrected answer page when directed to do so.
3. Click on *Data Quality Guide Training Courses*.
 - Complete *Part I Introduction and Overview* (45-60 min.) and print certificate.
 - Complete *Part II Data Quality: Why Good Data Matter* (45-60 min.) and print certificate.
 - Complete *Part III Data Collection Process* (45-60 min.). On page 1, choose the *comprehensive path*. Read pages 1-12. Complete and print activities on pages 13-15. Skip pages 16-17. Print certificate.
 - Complete *Part IV A Assessment: Measuring Educational Gain* (45-60 min.). On page 1, choose the *comprehensive path*. Read pages 1-9. Complete and print activities on pages 10-12. Skip pages 13-14. Print certificate.
 - Complete *Part IV B Intake and Goal Setting* (45-60 min.). On page 1, choose the *comprehensive path*. Read pages 1-9. Complete and print activities on pages 10-12. Skip pages 13-14. Print certificate.
 - Complete *Part IV C Follow-up Measures: Employment, GED, and Post Secondary Education* (45-60 min.). On page 1, choose the *comprehensive path*. Read pages 1-9. Complete assignments on pages 10-12. Skip pages 13-14. Do assignments on pages 15-17. Skip pages 18-19. Print certificate.
4. If you have any questions, please feel free to contact your regional professional development specialist. You are required to send these documents and the checklist on the next page to the regional specialist for proof that you completed the course. They can be sent as hard copies or as email attachments.

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Checklist of Completed Assignments to be submitted

The page numbers listed below refer to both the assignments and the course completion certificates that you will need to submit.

- ☐ *What is NRS?*, page 17
- ☐ *NRS Data Flow*, page 9
- ☐ *Using NRS Data*, page 7
- ☐ *Scenario 2*, corrected answer page
- ☐ *Scenario 3*, corrected answer page
- ☐ *Part I Introduction and Overview*, page 6
- ☐ *Part II Data Quality: Why Good Data Matter*, page 6
- ☐ *Part III Data Collection Process*, pages 13, 14, 15, 18
- ☐ *Part IV-A Assessment: Measuring Educational Gain*, pages 10, 11, 12, 15
- ☐ *Part IV-B Intake and Goal Setting*, pages 10, 11, 12, 15
- ☐ *Part IV-C Follow-Up Measures: Employment, GED, and Post-Secondary Education*, pages 10, 11, 12, 15, 16, 17, 20

Participant Name (Typed)

Leadership Personnel Signature

Date